

OGC 78-3591
1 June 1978

OLC #78-1644/2

OGC

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MEMORANDUM FOR : Office of Legislative Counsel

ATTENTION :

FROM :

Assistant General Counsel

SUBJECT : OLC Records Retention Requirements List

REFERENCES : A. OGC 78-3141, Same Subject
B. OLC 78-1644/1, Same Subject

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1. As I understand your memorandum, [] will continue to be responsible for compilation and updating of the OLC Records Requirements List. That being the case, there is no need to provide me with copies of congressional inquiries so long as those letters are provided to [] for OGC records search purposes and to [] for Agency records management purposes. Accordingly, I am returning to you all such letters received by me from OLC and attached to my 12 May memo, as well as several others received by me from OLC since the date of that memo.

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2. Since the OGC-OLC list is now being updated, [] or someone working under his supervision, should now extract all names and other relevant information from these letters and insert them alphabetically as new entries on the OLC extract I furnished to you also as an attachment to my 12 May memo. In addition, any existing entries which are no longer necessary should be deleted. That amended list should then be returned to me for reincorporation into the unified OGC-OLC list. This should be completed by 15 June.

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3. For the future, Bob or some other person or persons in OLC should be responsible for accumulating these letters as they are received from all members or committees of Congress so as to be in a position to update the OLC list again at periodic intervals.

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Attachments

to C & R

MORI/CDF